
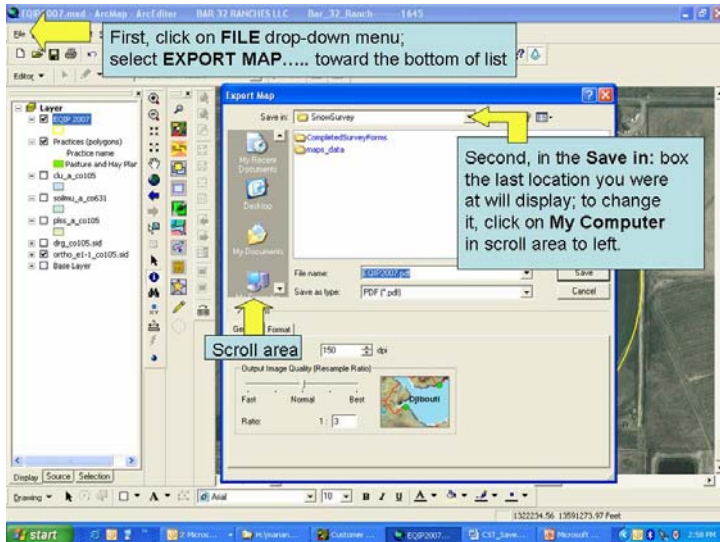
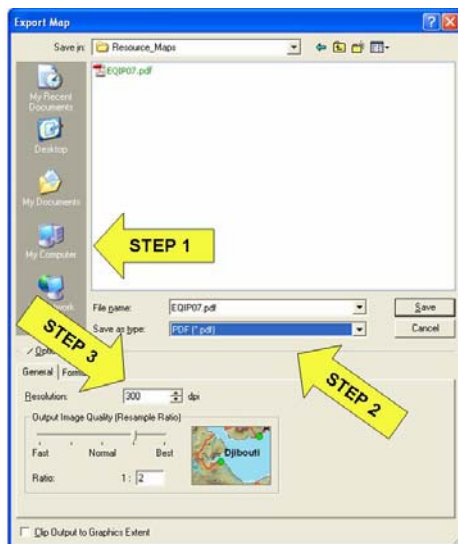


EXPORT (OR SAVE) A MAP TO PDF IN TOOLKIT

Since the *Save to PDF* function  has been removed from the Customer Service Toolkit toolbar (SP4), this document will describe and show how that task can now be accomplished.



Follow instructions to left to start the process of exporting your map to a PDF file that can be stored in a customer folder.
Continued in steps below . . .



STEP 1: Click on *My Computer*, navigate to C:\Documents and Settings*<Your.Login.Name>*\My Customer Files Toolkit \<CustomerFolderName>\Resource_Maps

STEP 2: Select .pdf as output format under *Save as type*; give the file the appropriate name under *File name*.

STEP 3: Select 300 as *Resolution* and *Ratio* value of 2. (I tested several different settings and settled with this one; any finer resolution setting results in a fairly large file. The printed map appearance didn't seem to change a lot between settings.)

When finished, click *Save*. That's it.

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